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DD/A 81-1403/4

21 JUL 1981

MEMORANDUM FOR: Inspector General

FROM: Harry E. Fitzwater  
Deputy Director for Administration

**W/A RE**

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SUBJECT: Inspection Report of the Office of Public Affairs

REFERENCE: Memo dtd 2 July 1981 to DDA from IG, same Subject

1. Forwarded herewith are comments submitted by the Directors of Security, Data Processing, and Information Services regarding those portions of the draft Inspector General survey of the Office of Public Affairs which pertain to the Directorate of Administration.

2. We appreciate the opportunity to review reference report for accuracy and substance before its submission to the DCI.

Harry E. Fitzwater

Harry E. Fitzwater

Attachments

Distribution:

- 0 - Adse w/atts
- 1 - DDA Chrono wo/atts
- 1 - DDA Subject w/atts
- 1 - EO Chrono w/o atts
- 1 - HEF Chrono w/o atts

EO/DDA   (21Jul81)

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This document becomes UNCLASSIFIED  
when separated from attachment.

81-1403/2

ODP-81-901

14 JUL 1981

MEMORANDUM FOR: Deputy Director for Administration

ATTENTION: Executive Officer, DDA

FROM: Bruce T. Johnson  
Director of Data Processing

SUBJECT: Inspection Report of the Office of Public Affairs

1. The Office of Data Processing has reviewed the draft IG Report of the Office of Public Affairs, paying particular attention to the data processing recommendations made on pages V-15, V-17, and V-19. The following are our comments.

2. The problem of keeping track of CIA information released to the public comes up from time to time but always gets bogged down when confronted with the allocation of the resources needed to abstract and index the information. As noted on Page V-18 of the report, the development of an automated storage and retrieval system to support the Publications Review Board (PRB) represents only a piece of the larger information release program. It may prevent the PRB from making decisions inconsistent with its own record, but it will not prevent the PRB from denying the release of information that has been released by another part of the Agency, or vice versa.

3. We believe that the approach recommended on Page V-15 is ill-advised. To design a system based on general system requirements done by a person currently on extended leave without pay is dangerous at best. Specifying the amount of time needed (30 days) seems a bit presumptuous. We believe that the report should recommend that priority attention be given to developing an information storage and retrieval system to meet the needs of the PRB. ODP is prepared to support such a recommendation, but not within any specified timeframe until the full set of requirements are clearly understood by all parties.

4. ODP and OCR personnel have done a preliminary study of PRB's pre-publication review process (copy attached). As can be seen from the report, our main concern is the commitment of personnel resources to the PRB for abstracting and indexing the information to be retrieved, as well as data input and file maintenance. These are system user responsibilities. We believe the success of the system depends on the commitment of these resources in PRB and that the audit report should contain a recommendation to this effect.

5. If this commitment is made, then ODP is prepared to support and participate in a file design team composed of a PRB representative, a computer systems analyst (ODP), and an indexing/abstracting expert (OCR). This team would be responsible for a complete system design proposal, including all aspects of system design, development, and implementation.

6. We appreciate the opportunity to review and comment on the IG report in draft. If you have any questions regarding our comments, please contact [redacted] Deputy Director for Applications, ODP on [redacted]

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[redacted]  
Bruce T. Johnson

Att: a/s

ODP-81-7077  
7 July 1981

MEMORANDUM FOR: Director of Data Processing  
Director of Central Reference

FROM:



SUBJECT: Preliminary study of PRB's pre-publication review process

REFERENCE: A. Memo to DDA from D/PA (DDA-81-1226),  
Dated 9 June '81,  
Subject: PRB Reference Center

B. Memo to D/PA from from DDA (ODP-81-7058),  
same subject.

1. We have completed the attached preliminary investigation as agreed to by you in the reference. We believe there is a need for an automated system to provide PRB a search and retrieval capability.

2. We have concluded that the best approach for automating is by a formatted file using carefully selected keywords as the basic element for retrieval. Our main concern with this approach is the commitment and resources required to support such a system. We believe that it is important to have PRB's commitment prior to proceeding. For example, we believe that after creating a data base of the current manuscript holdings, it will take at least one well trained person to do the file input and maintenance. It may also require some changes in the review process to provide more structure for indexing and abstracting.

3. Since a more firm estimate is needed, we will have to review a sample of the Reference Center's manuscripts in more detail. We believe this review can be completed by 15 August. However, if you agree with this approach, the attached report can be released now.



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Preliminary Investigation Report  
for the Publications Review Board

Prepared by:



July 3, 1981

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1. Problem Definition - This preliminary investigation was conducted to determine what approach should be taken in providing an automated system for the storage and retrieval of pertinent information related to PRB's pre-publication review process. The problem as stated by OPA is one of being able to recall what information has been disclosed to the general public through the review mechanism and what information has been withheld.

2. Findings - To begin, we believe that the PRB application is a good candidate for ADP control. The variety and amount of information to be controlled and the need for a timely, systematic organized search and retrieval apparatus supports this belief. Our initial reaction is that it is not a likely candidate for full text processing. Data conversion requirements, the size of the data base to be initially converted (40,000 pages), the projected file growth and storage requirements are the primary reasons for our decision. Eliminating full text processing as an alternative narrows the selection to a formatted file approach, that is, the creation of indexes/records containing information about the manuscripts; the manuscripts themselves being retained in a separate collection.

From a systems point-of-view, the consideration of a formatted file application brings up many points regarding support of the application that should be addressed before a decision to proceed is made. Such an approach will require considerable resources for data reduction, input and file maintenance. It will require a disciplined environment that includes an information abstraction and data entry capability as well as a quality control mechanism. Additionally it could introduce complexities and changes in PRB's office procedures and responsibilities that could affect system design. For example, procedures may have to be established for logging and tracking the manuscript in order to insure that the final disposition has been made and the file record is complete.

In order to assist PRB in analyzing their needs and commitments some estimates of file size and growth should be made available. While we are not prepared at this time to make such estimates, a general file profile could be put together by 15 August. This additional activity would require an in depth analysis of a sample of PRB Reference Center holdings.



3. Recommendations - If based on these data a decision to proceed is made, we would then recommend the formation of a file design team. Composed of a PRB representative, a computer system analyst, and a indexing expert, this team would be responsible for a complete system design proposal. This proposal should include all aspects of system design, development, and implementation.